

LSTA TECHNOLOGY LADDER & LIBRARY SERVICE IMPROVEMENT GRANTS APPLICATION OVERVIEW WINTER 2015

MISSOURI STATE LIBRARY
LSTA GRANT PROGRAMS



Presented by Shay Younger

Session Objectives

1. Library Service Improvement and Technology
Ladder Grants: A Brief Introduction
2. Grant Application Basics
3. Best Practices





Technology Ladder Grant

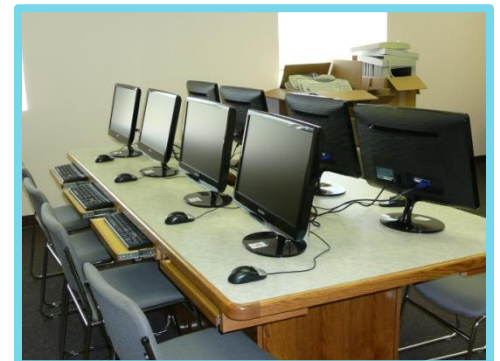
Technology Ladder Grant

- ❑ Replace, upgrade or add new equipment or software
- ❑ More expensive or complex projects
- ❑ Website Makeover projects
- ❑ Minimum computer equipment specifications must be met
- ❑ Minimum award is \$5,000
- ❑ Maximum award is \$35,000
- ❑ Local match required
- ❑ Open to public libraries only



Technology Ladder Grant

- ▣ To replace hardware due to imminent failure
- ▣ To replace software preceding Windows 7
- ▣ To update computer training labs
- ▣ To install systems to manage public access
- ▣ To improve access for patrons with disabilities
- ▣ To provide computers for patrons for workforce skill development



Technology Ladder Grant

- ❑ Minimum computer equipment specifications are located at http://www.sos.mo.gov/library/development/grants/computer_specs.asp
- ❑ Desktop PC maximum is \$1,400
- ❑ Laptop PC maximum is \$1,700



Library Service Improvement Grant

Library Service Improvement Grant

- ❑ Public Libraries eligible to receive state aid
- ❑ Academic, school and special libraries as defined in the *Missouri Five-Year State Plan*
- ❑ Projects to address local library service needs
- ❑ Projects that are out of scope with current LSTA grant programs
- ❑ Minimum grant award is \$5,000.

Library Service Improvement Grant

- ▣ Address one LSTA Priority and one MOSL Goal
- ▣ Meet LSTA eligibility requirements
- ▣ Establish a higher level of service
- ▣ Reach unserved or underserved in your community



Library Service Improvement Grant



- Examples include but are not limited to:
 - ▣ Makerspace projects
 - ▣ Series of staff training sessions
 - ▣ Series of cultural programs
 - ▣ Distributed services projects

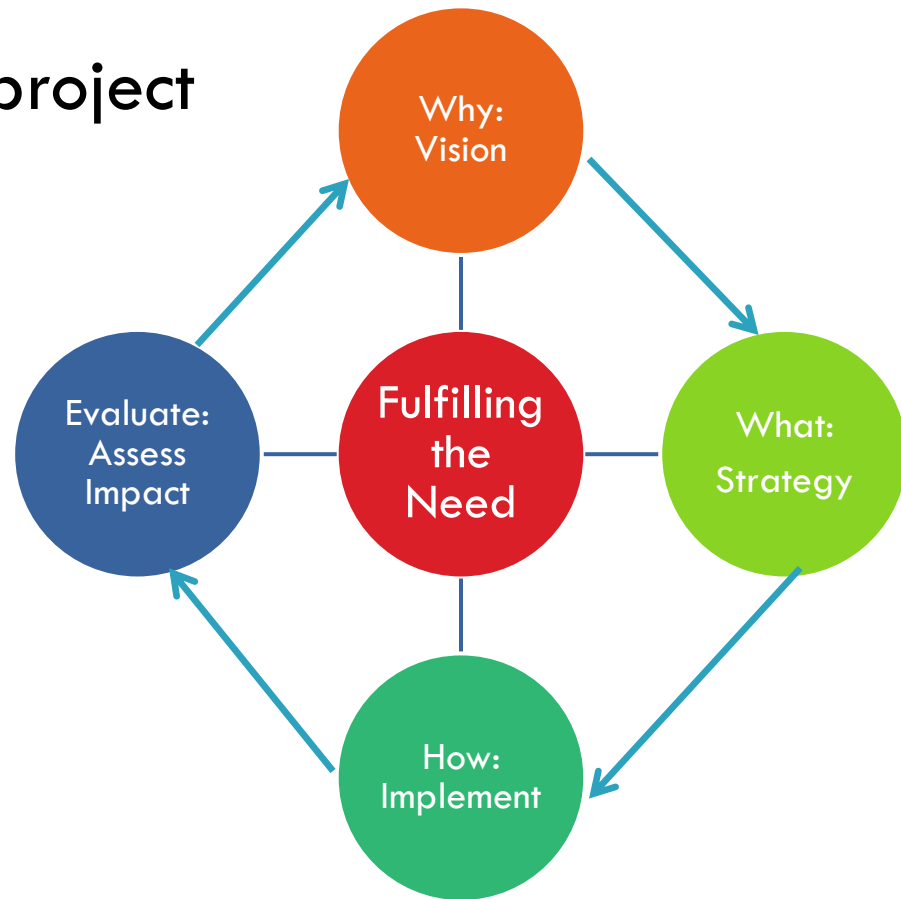
Be People Focused



Project Development

□ Organize your project

- ▣ Need
- ▣ Resources
- ▣ Activities
- ▣ Outputs
- ▣ Outcomes
- ▣ Impacts



Changes in the Grant Program

- ❑ 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- ❑ Dollar for dollar match required on collection development purchases





Grant Application Basics

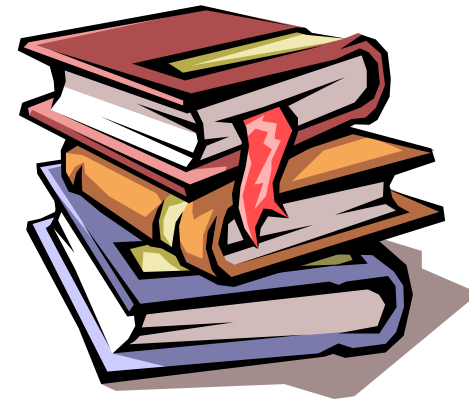
Grant Application Basics

1. Identify regulations and statutes
2. Complete the application and send it in ON TIME
3. Application undergoes review
4. Grant is awarded (or denied)



LSTA Grants Statutes and Regulations

- Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)
- General Regulations for Administering the Grants: 2 CFR 200
- Work Authorization Program: RSMo 285.530



*Links to these statutes and regulations are available online at
<http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf>*

Grant Application Basics

□ **Project Description**

- State the problem
- Identify the goal(s) of your project
- Identify the strategies to reach your goal



Grant Application Basics

Program Narrative

Library Service Improvement Grant

- a) Project detail and timeline
- b) Cooperative element(s)
- c) Project promotion
- d) Project evaluation

Technology Ladder Grant

- a) Background information and library service benefit
- b) Project plan
- c) Project Promotion
- d) Project Evaluation

Evaluation

- ❑ **Shaping Outcomes:** <http://www.shapingoutcomes.org>
- ❑ **Perspectives on Outcome Based Evaluation for Libraries and Museums:**
<http://www.imls.gov/assets/1/AssetManager/PerspectivesOBE.pdf>

Outcome Based Evaluation

- ❑ Outputs - What you can count – Statistics
- ❑ Outcomes – Changes that take place
 - ▣ Surveys, interviews, observation, research
- ❑ Evaluation – Assesses project success



Grant Application Basics

Category	Item Description	Quantity	Cost Per Unit	LSTA Funds Requested	Local Funds (Varies – see Matching Funds section)	Total Cost
Contractual Services	Technical support for equipment installation and configuration	32 hours	\$80	\$2,560		\$2,560
			Subtotal	\$2,560		\$2,560
Equipment and Operating Software	Desktop computers with 3 year warranties	8	\$689	\$4,410	\$1,102	\$5,512
	Laptop computers with 1 year warranties	6	\$986	\$4,437	\$1,479	\$5,916
			Subtotal	\$8,847	\$2,581	\$11,428
Furniture (Accessible Workstations Only)						
			Subtotal			
Personnel						
			Subtotal			
Public Relations						
			Subtotal			
Supplies	Laptop storage cart with charging abilities for 10 laptops	1	\$1,040	\$1,040		\$1,040
			Subtotal	\$1,040		\$1,040
Other (Please specify)						
			Subtotal			
PROJECT TOTAL				\$12,447	\$2,581	\$15,028

Grant Application Basics



➤ **Budget Narrative**

- ▣ Justification
- ▣ Cost / market analysis:
\$3,000 threshold
 - Item or set of same items
 - Services

Grant Application Requirements

4. **Certifications and Assurances**

- ▣ Standard Terms and Conditions
- ▣ Certifications Regarding: Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons
- ▣ Assurances-Non-Construction Programs
- ▣ Business Entity Certification
- ▣ Application



Grant Application Basics

- The application is available in Word format on the Missouri State Library Grants website at:

<http://www.sos.mo.gov/library/development/grants.asp>

- Generic application guidelines are available at:

http://www.sos.mo.gov/library/development/grants/LSTA_Grant-Application-Guidelines.pdf



Frequently Asked Questions

5. Timeline

- ❑ Application are due January 30, 2015
- ❑ Grant management session is on April 23, 2015
- ❑ Beginning date of grant period is May 1, 2015
- ❑ Interim report due August 31, 2015
- ❑ Ending of grant period is April 30, 2016
- ❑ Final report due May 31, 2016

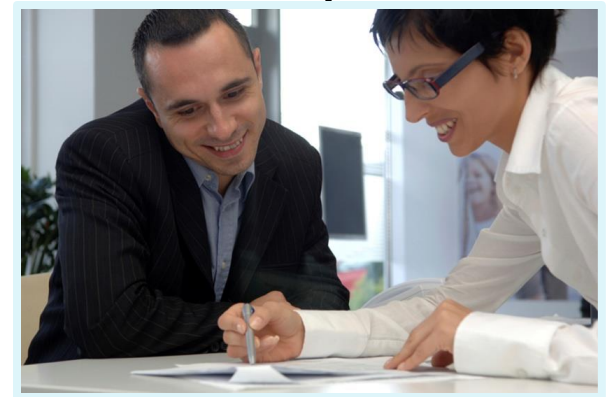




Grant Application Best Practices

Grant Applications Best Practices

- ❑ Plan well
- ❑ Track performance measures - outputs
 - ✓ Do you have a baseline?
 - ✓ Do you have desired benchmarks to achieve?
- ❑ Know the potential impact of your project - outcomes
 - ✓ What is the benefit to the patron and how can you capture it?
 - ✓ Can help in obtaining local, state, or federal support for other projects



Grant Applications Best Practices

- ❑ Have a realistic, justified budget
 - ✓ LSTA and local funds
- ❑ Check your math
- ❑ Be sure all attachments are included
 - ✓ Computer specification documentation
 - ✓ Survey drafts
 - ✓ Market analysis



Grant Application Best Practices

- Know what your legal responsibilities are
- Know your institution's policy on grant applications
- Know who has to sign your application and what his/her schedule is





Questions

Contact Information

Don't hesitate to give us a call or send us an email if you have any questions about the grant application.



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